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19634

26 June 1953

MEMORANDUM

TO : Deputy Director for Administration, KUBARK

FROM: Auditor-In-Chief, KUBARK

When I left Washington to set up an audit base at this Headquarters there had been established four (4) slots for auditors in the [ ] table of organization. This was on the assumption that clerical help would be available here to handle the administrative details incident to audit work. I now find that such clerical help is not available and urge that the following action be taken.

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1. Increase the [ ] T/O by one administrative clerk-typist, grade GS-7. This should be expedited as this Headquarters will furnish temporary help if the slot is authorized.
2. Call on the Audit Office to transfer an administrative clerk-typist from that office.
3. Expedite the assignment of a trained auditor to fill the fourth audit slot already authorized for this [ ] Audit Office.

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Initially effective with the accounts for July, the [ ] Office will audit the accounts for [ ] by on the spot audits and for [ ] by audit at [ ]. It is expected that the [ ] office may also be included in an on the spot audit from here after my visit there. A separate report on the overall audit program is being submitted.

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[ ]  
Auditor-In-Chief

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